

## License Application: Donation Collection Bins

**Definition:** A container designed to allow the public to donate unwanted but usable items for the purpose of recycling. Bins must be at least 1,000 feet apart unless they are on the same lot as the non-profit organization.

A separate license is required for each donation bin.

1. Application requirements	
1.	Complete the application and include all the requirements listed below. Incomplete applications may be returned. You may send your application by email ( <a href="mailto:businesslicenses@minneapolismn.gov">businesslicenses@minneapolismn.gov</a> ), US mail, or drop it off at our office.
2.	There is a <a href="#">fee</a> for this license plus a new license processing charge. You may pay by <input type="checkbox"/> <b>Cash:</b> Do not mail cash, must drop off in person. <input type="checkbox"/> <b>Check:</b> Make checks payable to- Minneapolis Finance Department <input type="checkbox"/> <b>Credit Card:</b> Mail, drop off or email your application to <a href="mailto:businesslicenses@minneapolismn.gov">businesslicenses@minneapolismn.gov</a> . <b>Do not add your credit card information on this application.</b> We will call you to securely charge your credit card.
3.	<input type="checkbox"/> <b>Site Plan: Attach an 8 ½" x 11" scaled detailed diagram for each bin.</b> The diagram should include organization name, phone number and bin location with labels for bin measurements, sidewalks, parking lots, grass areas, any signs, posts, trees, parking meters, bus shelters or light poles. These will be inspected and approved by Public Works - Traffic Engineering.
4.	<input type="checkbox"/> <b>Letter of consent of property owners or building leaser</b>
5.	<input type="checkbox"/> <b>Non-Profit companies:</b> Attach verification of your 501(3)(c) status. <input type="checkbox"/> N/A

## 2. Applicant information

Legal Company Name	Business Name/DBA		
Name (Last, First, MI)	<input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> On Site Manager		
Business Address	City	State	Zip Code
Mailing Address (if different than business address)	City	State	Zip Code
Address of collection bin	City	State	Zip Code
E-mail Address	Cell Phone Number	Business Telephone Number	
<b>Minnesota Sales Tax ID Number (Required)</b>	<b>Social Security Number or Individual Tax ID (ITIN) (Required)</b>		
Type of Ownership: <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit	Date of Incorporation	State of Incorporation	
Is this business publicly traded? <input type="checkbox"/> Yes <input type="checkbox"/> No	Proposed starting date:		

## 3. Business information

<input type="checkbox"/> Starting a new business in an existing building. Name of Previous Tenant: _____	<input type="checkbox"/> Adding a new license to an existing business. Name of business: _____
<input type="checkbox"/> Changing equipment or remodeling	<input type="checkbox"/> Taking over an existing business. Name of existing business: _____
Are you planning or have you completed any construction or remodeling? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Contractor or Building Manager

Explain the scope of the remodeling or construction.

## 4. Owners

List all owners and partners. Ownership must add up to 100%. Attach additional sheets if necessary.

Full Name: Last, First, Middle	Telephone		
Home Address	City	State	Zip
Title	Date of Birth	Ownership %	
Full Name: Last, First, Middle	Telephone		
Home Address	City	State	Zip

Title	Date of Birth	Ownership %	
Full Name: Last, First, Middle		Telephone	
Home Address	City	State	Zip
Title	Date of Birth	Ownership %	
Full Name: Last, First, Middle		Telephone	
Home Address	City	State	Zip
Title	Date of Birth	Ownership %	

### 5. Company operations

List all locations and addresses of collection bins:

Give us a description of the services of your business.

List any licenses you currently have or previously held in Minneapolis (business or individual).

Have you ever had a business license denied or revoked by any government entity?  No  Yes  
 If Yes, Indicate the Date of Denial/Revocation, Government Agency, and Reason for Denial or Revocation.

### 6. Workers compensation

Workers' Compensation Company	Policy Number	Dates of Coverage
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-----Or-----

I certify that I am not required to carry workers compensation insurance because  I am self-insured.  I am the sole proprietor, and I have no employees.  I have no employees who are covered by workers compensation law. Only employees who are specifically exempted by statute are not covered by the workers compensation law. These include spouse, parents, and children regardless of age. All other workers whose work is controllable by the employer must be covered.

### 7. Verification

The City of Minneapolis uses the information on this application to determine qualifications for a license. You are not legally required to provide this information. If you refuse, we cannot approve your application. MN Statute 270C.72 requires your Minnesota Tax ID Number and either a Social Security Number or Individual Tax ID Number. These may be given to the Minnesota Commissioner of Revenue if requested. After we approve your license, all information except your Social Security Number is public (MN Statutes, Chapter 13).

A signature is required.

I have read and agree to the [Terms and Conditions](#) for electronic signatures, records and payment.

I, (print name) \_\_\_\_\_, certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on this application, checklist, and attached documents is true and correct. All information is subject to verification by the State of Minnesota. I understand that false information may result in the denial, suspension or revocation of my business license.

By typing your name, you are electronically signing this application.

Signature of Applicant \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### 8. Additional information

1. No license will be issued for longer than one year.
2. You cannot transfer your license to any other person or location.
3. If you need additional licenses, you will need to complete the applications and will be charged additional licensing fees.
4. Visit the City's website- [www.minneapolismn.gov/business-services/licenses-permits-inspections/business-licenses/](http://www.minneapolismn.gov/business-services/licenses-permits-inspections/business-licenses/)

For reasonable accommodations or alternative formats please contact Business Licensing at 612-673-2080 or via email at [businesslicenses@minneapolismn.gov](mailto:businesslicenses@minneapolismn.gov). People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-263-6850. Para ayuda, llame al 311. Rau kev pab hu 311. Hadii aad caawimaad u baahantahay wac 311.